



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
CONCILIATOR
DEPARTMENT OF INDUSTRIAL
RELATIONS
OPEN - STATEWIDE
WS20 9525 9IR19



CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARRITAL STAUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of September 3, 2009, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than September 3, 2009, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$6268 - 7619 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations' Mediation and Conciliation Service.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in September/ October 2009.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by September 3, 2009 the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Experience: Four years of experience, one year of which must have been within the last five years, in conciliation of labor disputes or work stoppages resulting from labor disputes, or in the negotiation, administration, and interpretation of collective bargaining agreements where these duties constituted the major element of the job. This experience shall have been comprehensive and shall have included major problems of management-labor relations such as wage levels, work hours, job security, health and welfare, working conditions, and related provisions of collective bargaining agreements. At least one year of this experience must have been in California. (One year of experience within the last five years performing the duties of an Apprenticeship Consultant, Deputy Labor Commissioner, Fair Employment and Housing Consultant, or an equivalent position in the Department of Industrial Relations involving comparable labor-management relationship duties may be substituted for only one year of the required four years of experience.)</p> <p style="text-align: center;">and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Demonstrated objectivity, demonstrated proficiency in dealing effectively with people of varying personalities, temperaments, prejudices, loyalties, ambitions, and personal attitudes, and in commanding their respect; judicial temperament, perseverance, tact, mental alertness, good physical and mental stamina; willingness to work irregular hours and to travel to all parts of the State on short notice.</p>
POSITION DESCRIPTION	<p>Under direction, as an impartial representative of the California Conciliation Service, to mediate and conciliate labor disputes and to secure settlements of such disputes and grievances arising from the negotiation and interpretation of collective bargaining agreements or other recognized relationships; to promote the use of conciliation, arbitration, and fact-finding as a means of preventing or resolving industrial disputes; to do preventive and advisory conciliation as required; to make investigations of labor disputes; and to do other work as required.</p>

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Techniques and methods of conciliation and mediation;2. Tactics and methods used by labor and management in labor disputes in both the private and public sectors;3. Federal and State laws relating to negotiation and interpretation of collective bargaining agreements;4. History of collective bargaining, labor organization, labor legislation, present day organization, policies, and activities of the major labor unions and employee associations;5. Prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including master agreement negotiations and industry-wide bargaining;6. Federal and State laws relating to wages, hours, and working conditions;7. Laws, techniques, and methods of arbitration;8. Job analysis techniques and various job evaluation and merit rating plans;9. California trade, industrial, and agricultural conditions and trends and California statutes relating to employment in school systems and the various political subdivisions throughout the State. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Work effectively under stressful and unfavorable conditions;2. Apply the techniques and methods of conciliation and mediation;3. Analyze and evaluate situations, facts, and conflicting evidence, and reach and present sound conclusions;4. Prepare clear and logical reports
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Oral interviews will be scheduled in San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows, or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form which is available from State Personnel Board offices or written test proctors.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929